



Natural Resources Conservation Service  
375 Jackson Street, Suite 600  
St. Paul, MN 55101-1854

Phone: 651-602-7900 Fax: 651-602-7914

“Transmitted via Email”

November 8, 2004

MINNESOTA BULLETIN NO. 170-5-1

SUBJECT: CGI - NRCS / GIS COMMITTEE, 2005

Purpose. To inform Area offices of the need to select individuals to become part of the NRCS/GIS Committee, and establish software-knowledge requirements of all GIS/GPS/Toolkit users.

Expiration Date. December 1, 2004

**ACTION Required By December 1, 2004**

The NRCS/GIS Committee met September, 2004, to welcome the new Area GIS Specialists and to begin looking at GIS-related issues in Minnesota. Based on that meeting, the NRCS GIS Committee has recommended that the following be implemented:

First, a call for nominations for one person from each of the following six disciplines to serve a 2-year term on the NRCS GIS Committee.

- |                    |             |
|--------------------|-------------|
| a. ARC             | d. SCT      |
| b. DC              | e. Engineer |
| c. Soils Scientist | f. IT       |

The current committee is comprised of:

- Banette Kritzky, (State GIS Coordinator);
- Danielle Evans (State Soils GIS Specialist);
- the 7 Area GIS Specialists (Matt Baltes-D1, Bill Markin-A2, Kristy Baross-D3, Martin Goettl-D4, Beth Collins-D5, Shawn Wiecke-D6, Christiane Slivinski-D7);
- Mike Pageler (State Toolkit Coordinator);
- Bob Honeman (ARC);
- Larry Voltz and Ed Musielwicz (DCs);
- Joe Kristoff (Soils); and
- Laurie Svien (ARC). Ken Luttner has also served on this committee in the past.

Second, **all GIS / GPS / Toolkit users** must be able to perform the following responsibilities:

GPS	Download and properly label and save waypoint files
	Recognize and be able to explain components of the USDA "Backpack"
	Use the backpack to obtain differentially corrected waypoints

GIS	Bring up an aerial photo to desktop in ArcView Buffer lines Clip soils based on another polygon; calculate acres of soils within that new polygon Convert points to a line or polygon Create a new point, line and polygon theme Create a layout and send to printer Display and print tables Draw a graphic on image Editing – how to use the Vertex editor (on buffers) Knowledge of geospatial naming conventions Label features within a View Measure acreage of graphic, using SCA tool for ArcGIS (meters) Measure and calculate acreage of polygons Measure distance on photo using measurement tool Set scale for photo Waypoints - bring into a project as a shapefile
Toolkit	Enter a new operating unit both from Foss Update tool and from scratch Enter and edit address or phone information Cut and paste directories from server to local computer Enter land units Schedule practices Create Conservation Plan and/or Schedule of Operations
Digital Photography	Download photos to the shared drive Print photos Insert photos into documents, spreadsheets, and e-mail

The State / Area GIS Specialists and ToolKit Trainers will incorporate the above practices into their training, and thereby ensure that each employee is adequately trained to perform these functions.

Each Area Office may nominate one individual from each category to serve on the NRCS/GIS Committee for the next two years, effective January, 2005. Please submit the employee's name and title via email to [banette.kritzky@mn.usda.gov](mailto:banette.kritzky@mn.usda.gov) by **December 1, 2004**.

Questions on the information in this bulletin can be directed to Banette Kritzky, State GIS Coordinator at (651) 602-7905.

/S/

WILLIAM HUNT  
State Conservationist

DIST: AE